

Anchan Suradejdilok



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Personal Profile

A well-organized trustworthy, hardworking and enthusiastic professional with solid experience in human resource , administrative. A self-motivated and responsible and outgoing personality. Enjoys meeting new challenge and seeing through to completion while remaining confident under pressure. An individual who adapts well to new situations and worked effectively both as team member and on own initiative.

Career History

Education Quality Assessment (Work as contract)

Oct 2004 – Present

Education Quality Assessment Officer

- Monitoring concerning document and planning how to collected data
- Education Quality Assessment at school for three day as field survey.
- Collected data three part by indicator and analysis all data
- Meeting with the party concern to preview the result of quality.
- Certify and prepare report to National Quality Assessment Organization

Business Consultant Officer(Contract)

2004-Present

- Deal with Owner introducing project(From SME institution)
- Occasionally visit and check with owner and diagnose business.
- Prepare proposal to SMEs indicate problem.
- Occasionally and consulted with owner depend on problem.
- Prepare report and submitted to SMEs institution.

Business with friend

Jan 1999 – Sept 2004

- Introduced and marketed on web site
- Corresponded with customer
- Take Photo all stuff , description and upload on web site.
- Send invoice and collect money from customer by web site
- Prepare package and collected all customer data
- Searching and update for new item on web site

Thai Kajima Co.,Ltd

Jan 1988 – 1998

SR Admin/Secretary

- Recruitment to support the overall effectiveness of the Company's staffing for M/E Dept
- organizational development and training.
- Compensation and Labour relation
- Coordinate/integrate and implement all HR activities
- preparing all new appointment employment contract
- Work permit and visa
- Handling both incoming and outgoing correspondence
- purchasing and maintaining office equipment and supplies, traveling arrangement,
- prepare estimation and document as requested

- Coordinate with officer to get utility for job site and permanent
- Quotation and concern document
- Invoice and budget control for each project
- Secretarial work

Skills

- Good command of English and Developed verbal and written communication skills through leading seminars
- Able to build effective working relationship with colleague of all levels and of all ages
- Enjoy working with others to achieve goals in various community groups
- High level of good organizational and administrative skills with an ability to work well under pressure.
- Capable of act on my own initiative and to work as part of team
- Effective time management
- Experienced using Microsoft Word, Excel, Power point, Outlook, and the internet
- Knowledge of data collection, analysis and presentation
- Understanding the need for accuracy and confidentiality of documentation
- Capable of respond quickly to problems as they arise and to stay clam in stressful situation
- Ability to work with multiple tasks simultaneously
- Knowledge of Labour law, accounting

Training

May 3-5 2006	International Spa Conference(ISPA 2006) By International Spa Association
Apr 17-18 2006	Method of Quality Assessment Suranaree University of Technology
Mar 27-29 2006	Meta-Evaluator (Education) Chulalongkong University
Sep2-10 2004	Education Standard Quality Assessment Suranaree University of Technology
Mar-May 2003	Political Science Creation Political Society (Ban Sa Num bin Num)
Aug- Sep. 2002	Business Consultant plant Institute of SMEs Development
May-Nov 1999	Desktop Application Progreemme Chulalongkong university
Jun – Aug 1989	English for communication SukothaiThamatiraj university
Jan- July 1988	Intensive Secretary Y.W.C.A

Education

1996 –1999	MBA (Management) Ramkhamhaeng University
1980 –1985	BBA (Public relations) Ramkhamhaeng University
1979-1977	M.S.5 Sam Sen Vittayarai School

Personal Detail

Date of Birth	6 January 1962
Marital Status	Single
Religion	Buddhist
Place of Birth	Bangkok
Interest	New Technology, Traveling, Reading, Collected stamp, See movie
Driving license	No
Reference	Available on request
